

Hampshire & Isle of Wight Wildlife Trust

JOB DESCRIPTION

1. IDENTIFICATION OF JOB	
JOB TITLE	Reserves Manager (North)
DEPARTMENT	Estates & Conservation Delivery
RESPONSIBLE TO	Director of Estates & Conservation Delivery
RESPONSIBLE FOR	Reserve Officers, Project Officers, Assistant Reserve Officers, Volunteers & Contractors
Job Level	D

2. OVERALL PURPOSE OF JOB
<p>Reporting to the Director of Estates & Conservation Delivery, this job requires the management of a team of staff and volunteers responsible for a suite of Trust nature reserves and projects in north and east Hampshire, as well as the conservation, monitoring and grazing management of the MOD training Estate in the Thames Basin Heaths and Wealden Heaths Special Protection Areas. Liaising with a wide range of stakeholders the job requires clear thinking, good negotiation skills, diplomacy, forward planning and excellent time management, to ensure the multiple and varied aspects of the team are all delivered on time and on budget. Representing the Trust and promoting its policies to a number of external stakeholders including MOD, Local Authorities, South Downs National Park, Environment Agency, Natural England and other eNGO's, is a crucial part of being able to ensure this job is carried out successfully to secure long term management on some of the UK's most highly designated conservation areas.</p>

3. MAIN RESPONSIBILITIES
<p>Line Management</p> <ul style="list-style-type: none"> Line manage and support conservation staff (Reserves and Project Officers) delivering the Trust's work in the area conservation team helping them achieve excellent work performance, delivery on the ground, following the Trust's staff management policies and procedures i.e. carry out annual performance and development reviews, regular supervisory meetings, setting and monitoring targets and reporting on achievements. <p>Delivery</p> <ul style="list-style-type: none"> Work with the Director of Estates & Conservation Delivery and Grazing Enterprise & Farm Manager to ensure compliance with our legal and contractual obligations of Agri-environment schemes are met, as well as ensuring the successful delivery of landscape scale grazing regimes, and associated logistics, across multiple sites, on a year round basis is continued. <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> Representing the Trust and promoting its policies to a number of external stakeholders including MOD, Local Authorities, South Downs National Park, Environment Agency, Natural England and other eNGO's, is a crucial part of this job to secure long term management on some of the UK's most highly designated conservation areas, and ensuring that the close working relationships and partnerships that are in place now, continue to grow and thrive. <p>General</p> <ul style="list-style-type: none"> Contribute to the success of the Trusts 'Wilder' 10-year strategy. Participate fully in team, department and staff meetings, maintain excellent communication with other staff across the Trust and embody a positive culture of sharing and learning. Promote the Trust wherever possible, in particular recruiting new members and acting as an ambassador for our vision, values and aims.

- Abide by Trust procedures and policies, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection and GDPR.
- Follow finance policies, processes and procedures
- Undertake additional duties commensurate with the post as may reasonably be requested from time to time.

4. JOB SPECIFICATION / SCOPE OF ROLE

The role is split largely into four main areas.

- The first is the effective and coordinated delivery of all conservation activities within the North and East areas within the Trust Estate. This includes practical delivery on nature reserves, conservation grazing, land advice and project delivery. Through managing and co-ordinating a small team of six members of staff and well over 100 volunteers the post holder will be required to ensure that multiple Agri-Environment schemes, numerous Service Level Agreements (SLA) and management agreements, will all have their contractual obligations met with works being delivered on time and to a strict budget. All staff within the team need to be line managed to a high standard with their workloads, welfare and professional development always considered with regular team meetings, 1-2-1's, PDR's and annual appraisals all being crucial to a smooth, and fun, running of operations.
- Secondly the post holder will need to lead on identifying necessary works required on the MOD training estate to meet the Higher Level Stewardship (HLS) targets set for each site, and produce an annual work plan, and associated budget for over 1200ha's of SSSI, SPA heathland. These works will need signing off by MOD personnel to ensure compliance with Military Training requirements for each area, and any necessary permissions required from relevant authorities. All works will need to be drawn up into specifications and tendered to contractors using Trust procurement procedures and then successfully overseen on time and on budget. Annual monitoring and surveying of the estate and previous works will be required to gain support and continue momentum of successful management in previous years. Results of the years works are reported to MOD Conservation Groups twice per year.
- Thirdly the role needs to work closely with multiple colleagues within the Trust, including the Director of Estates & Conservation Delivery and Director of Communications & External Affairs, to develop opportunities in line with the relevant Trust strategies within the area including fundraising, representing the Trust on relevant partnerships and developing new projects. It needs to work with relevant strategy leads to monitor progress towards relevant Trust objectives in the area. Close liaison with the Grazing & Farm Manager to ensure compliance with our legal and contractual obligations, and ensure Trust policies are adhered to, as well as on the delivery of landscape scale grazing regimes, and associated logistics, across multiple sites on a year round basis, is very important. Working closely with the Farm Advisory team to oversee land advice delivery within the area and liaise over river issues is required as is working with the Senior Policy & Evidence Advisor, inputting into local Planning Policy Matters.
- Lastly the role involves considerable liaison with external partners and other professional bodies including MOD, Natural England, Forestry Commission, Environment Agency, Local Authorities, National Park Authorities and other environmental NGO's. At all times a high level of professional judgment is required as well as diplomacy and consideration to other partners needs. A good understanding of current policies, in an ever-changing world, affecting the countryside is required along with a excellent understanding of ecological principles, with a particular focus on heathland associated habitats and species. A high level of understanding and forward planning of budgets is required across a number of budget areas. The ability to manage ones time well, prioritise tasks in a constantly changing working environment and always be able to offer support and time to those in your team are key to being successful in this role.

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PERSON SPECIFICATION

JOB TITLE	Reserves Manager (North)
DEPARTMENT	Estates & Conservation Delivery

Below is the list of experience, knowledge, skills and personal qualities desirable for the above role.

Area A EXPERIENCE
<ul style="list-style-type: none"> • Working with partners and other professional bodies on projects at a landscape scale. • Line managing a small team. • Setting up specifications and running tenders with contractors. • Supervising contractors in habitat conservation works. • Working with Agri-Environment Schemes. • Budget management. • Supervising volunteers. • Working with and around livestock (cattle and ponies) and setting grazing regimes to meet conservation objectives. • Driving license with experience of off-road driving. • Knowledge and experience of managing nature reserves. • Trained and (where relevant) certificated in the safe use of chainsaw and brush cutter. • Trained and (where relevant) certificated in the safe use of pesticides and herbicides.
Area B KNOWLEDGE
<ul style="list-style-type: none"> • Good depth of knowledge of current Agri-Environment schemes and future Countryside Stewardship schemes. • Thorough understanding of heathland eco-systems and their management requirements. • Awareness of conservation issues and ecological processes in a wider range of habitats and high priority species. • Knowledge of requirements and limitations on designated sites and features. • Good understanding of H&S considerations of carrying out habitat conservation works on publicly accessible sites.
Area C SKILLS
<ul style="list-style-type: none"> • Excellent organisational and record keeping skills. • Ability to prioritise jobs in a challenging and constantly changing work environment. • Excellent surveying and monitoring skills as well as good general ID skills. • Task leadership skills and a willingness to make decisions. • Clear communication skills using a variety of media. • Ability to write focused reports and evidence work.
Area D PERSONAL QUALITIES
<ul style="list-style-type: none"> • Self managing but capable of working as part of a team. • Able to take initiative and demonstrate assertiveness in a range of situations. • Excellent interpersonal skills. • Confidence and belief in conservation efforts. • Excellent time management and prioritisation skills. • Ability to be achieve objectives through diplomacy.